

**The Department of Social Services  
Anticipated Job Opportunity  
Fiscal/Administrative Manager 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!!!**

**Posting Date: October 24, 2006**

**Closing Date: November 7, 2006**

**The Department of Social Services is presently accepting applications for one (1) Fiscal/Administrative Manager 1 position in the Office of Certificate of Need and Rate Setting located in our Hartford Central Office.**

**Open To: State Employees**

**Position: Fiscal/Administrative Manager 1  
Position Number 85747**

**Salary Range: \$80,213.00 - \$102,892.00 Annually  
Managerial (MP-66)**

**Location: 25 Sigourney Street – Hartford, CT 06107**

**PURPOSE OF CLASS:** In a state agency, facility or institution this class is accountable for directing a variety of complex, professional fiscal and administrative functions with a major emphasis on fiscal administration.

**EXAMPLE OF DUTIES:** The position will be responsible for managing rate-setting for medical and residential services covered by Department Assistance Programs (nursing facility, hospital, home health, clinic, community residences, state-operated facilities/services) and certificate of need (CON) review for nursing facilities and residential care homes. This position manages staff and contract resources responsible for cost report audits, rate adjustment implementation and cost settlement processes. The position also assists the Director of CON and Rate Setting with the initiation and review of legislative and regulatory rate-setting changes and management facility receiverships.

**EXPERIENCE AND TRAINING:**

**General Experience:** Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

**Special Experience:** One (1) year of the General Experience must have been supervising professional level staff.

**Note:** For state employees, this is the level of Fiscal/Administrative Supervisor.

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**Substitutions Allowed:**

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- 2) A Master's Degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

Note: This position will be filled by candidates who have attained permanent status in the classification or from candidates who have taken the current Fiscal/Administrative Manager 1 Examination No. 061840 and have received a passing score.

**APPLICATION PROCEDURE:** Candidates should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [WWW.das.state.ct.us/exam/default.asp#APPLICATION](http://WWW.das.state.ct.us/exam/default.asp#APPLICATION). Please forward your completed PLD-1 to:

**Maria Taylor, Personnel Officer**  
**Department of Social Services**  
**25 Sigourney Street – 12<sup>th</sup> Floor**  
**Hartford, CT 06106**

**(860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE NOVEMBER 7, 2006, CLOSE OF BUSINESS.**